



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Family Wellness Court Coordinator

OPEN: February 8, 2022

EXEMPT: Yes

SALARY: \$32.00 Per Grant

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

GRANT ENDS: 09/30/2023

CLOSES: March 24, 2022

JOB CODE:

DIVISION: Tribal Court

DEPARTMENT: Drug Court

SUPERVISOR: Court Manager

VACANCIES: 1

JOB SUMMARY: Position coordinates the Lummi Family Wellness Court program and is responsible for facilitation, evaluation, grant management and case management of services in accordance with the Court's drug court policies and procedures and 10 key components of drug court set out by the National Association of Drug Court Professionals. Coordinator must have working knowledge of the social programs and resources in the Lummi Community and Whatcom County.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work in collaboration with other court personnel, attorneys, social workers, employment training, treatment providers and the Drug Court team members.
2. Conduct screening of potential clients and assists in the application process, as necessary.
3. Provide case management and consultation to drug court individuals and families on the reservation or in the broader community to assist with compliance of the case plan utilizing goal setting, motivation, and support.
4. Monitor, evaluate, and record client progress with respect to treatment goals and collaborate with social workers, medical providers, and counselors to plan and coordinate treatment, drawing on social work experience and patient needs.
5. Refer clients to needed community resources such as housing, vocational training, high school equivalency courses, family and parenting services, public assistance, mental and physical health services, or other treatment to assist in recovery following through to ensure service efficacy.
6. Collect information and take detailed notes and update files for each meeting or appointment to document treatment and progress, note missed appointments, and document treatment milestones, and monitor compliance with drug court orders and report information to the Drug Court Team.
7. Prepare and update the Lummi Family Dependency Treatment Court Policy and Procedure Manuals.

8. Analyze operational procedures and propose changes in policies and procedures, as necessary.
9. Facilitate staff meetings, case consultations, and related activities.
10. Attend and participate in court hearings
11. Participate in grant application processes relating to assigned department.
12. Perform data collection and analyze reports to monitor program effectiveness
13. Submit required reports to maintain compliance with grant
14. Attend trainings required to maintain grant
15. Work with LIBC Grants Department to maintain Family Wellness Court budget.
16. Monitor and document outcomes of the drug court program in six month intervals through communication with service providers, community members and past and present drug court participants in the form of questions and community surveys; follow-up on the contents of the information collected including conducting community education and implementing policy and procedure changes.
17. Maintain confidential information and ensure only those entitled to that information receive it.

MINIMUM QUALIFICATIONS:

- Master's degree *preferred*
- Bachelor's degree in social work, Psychology, Education, Counseling or Law from an accredited college or university with previous experience working with/in Family Wellness Court.
- 6 months verifiable experience working with grants, budgets, and reports.
- 3 years' experience working with children, youth, and families
- 2 years relevant experience working with people with substance use disorders.
- 2 years' experience working with relevant court system or program (preferably in a Tribal Court System).
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of criminal justice system, substance abuse, social work theory, and treatment principles.
- Knowledge of principles and procedures of record keeping and reporting, including internal case file management and funding-source information reporting.
- Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships, and family dynamics and Lummi National cultural values and patterns of behavior.
- Experience with grant writing and management skills.
- Knowledge of case management principles and practices; risk assessment and decision making; interviewing techniques; community resources; principles of individual and social development.
- Knowledge of the Lummi Nation Code including Title 8 Children's Code and Title IV-E.
- Attend workshops, conferences, and classes to increase professional knowledge.
- Ability to operate modern computer and office equipment, grant-reporting software, Microsoft Word, Access and Excel, and a risk and needs assessment tool (LSI-R).
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Ability to read, interpret and apply Federal and Tribal policies, procedures, laws, and regulations.
- Ability to exercise good judgment, flexibility, creativity, and cultural sensitivity in response to changing situations and needs.
- Ability to work cooperatively with groups and individuals; organize and prioritize workload; manage a large caseload in an efficient and effective manner; possess excellent oral and written skills.
- Ability to present clear and concise information in a courtroom setting.
- Ability to work under strict timelines.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must meet qualifications required by Lummi Nation Tribal Court including an extensive background check. **May have no misdemeanor or felony convictions of any kind, in any jurisdiction for a minimum of five years.** (Some kinds of felony & misdemeanor convictions may be a bar to employment in this position, at the discretion of the Chief Judge in consultation with the Human Resources department.)
- Position is grant funded that will end on **September 30, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.